

# United States Air Force Academy



## Commanders Private Motor Vehicle Risk Management Tools

**First Edition 2005**

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## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS UNITED STATES AIR FORCE ACADEMY

USAF ACADEMY, COLORADO

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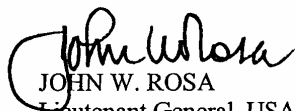
18 AUG 2003

### MEMORANDUM FOR DISTRIBUTION C

FROM: HQ USAFA/CC

SUBJECT: Commander's Safety Policy Letter

1. As members of the world's greatest Air Force, we have the finest people and the best equipment of any military organization in the world. However, our people, training, and equipment mean nothing if they are lost as a result of senseless accidents.
2. Every member of the USAF Academy team has a role in safety. Each of us must make Operational Risk Management (ORM) a part of our daily routine to identify and manage risk. ORM must be the natural way we conduct professional and personal activities, both on and off duty. Safety requires the foresight to anticipate a problem and the strength of character to step in and correct the problem before an accident occurs.
3. Safety stems from leadership and from looking out for each other. Bottom line--mission first, safety always!

  
JOHN W. ROSA  
Lieutenant General, USAF  
Superintendent



## THREE POINT SAFETY PROGRAM

THREE POINT SAFETY PROGRAM BE USED IN EVERY UNIT'S PRIVATE MOTOR VEHICLE (PMV) MISHAP PREVENTION.

1. **COMMAND EMPHASIS:** POSITIVE LEADERSHIP AT ALL LEVELS IS IMPERATIVE. LEADER EMPHASIS ON PMV SAFETY MUST BE UNRELENTING. OFFICERS AND NCOS SEE THEIR PERSONNEL EVERY DAY. THEY SHOULD KNOW WHERE THEIR PERSONNEL GO, WHAT THEY DO, AND THEN ASSERT POSITIVE INFLUENCE ON HOW, WHEN, AND WHERE THEY OPERATE THEIR PMVS.

WORK WITH YOUR PERSONNEL DAILY AND KNOW THEM WELL. PERSONNEL SOMETIMES SHOW SIGNS THAT TRANSLATE LATER INTO ACCIDENTS. NEGATIVE BEHAVIOR SUCH AS TRAFFIC OFFENSES, ALCOHOL ABUSE, MISCONDUCT, AND POOR PERFORMANCE OFTEN ARE INDICATORS OF POTENTIAL "AT RISK" INDIVIDUALS; COUNSEL THEM; TAKE PROACTIVE MEASURES TO MODIFY RISKY BEHAVIORS.

2. **OPERATIONAL RISK MANAGEMENT:** USE THE A.C.T. MODEL TO SIMPLIFY RISK MANAGEMENT. **ASSESS** HAZARDS BOTH, ACTUAL AND POTENTIAL, **CONSIDER** OPTIONS USING THE PMV TOOLBOX AND **TAKE ACTIONS** BY IMPLEMENTING CONTROLS.

IDENTIFY HAZARDS ASSOCIATED WITH PMV OPERATIONS BY ELIMINATING OR CONTROLLING THEM. USAFA SAFETY HAS PREPARED THIS PMV RISK MANAGEMENT TOOLBOX FOR THIS SPECIFIC PURPOSE. THIS TOOLBOX PROVIDES TOOLS AND CONTROL MEASURES THAT HAVE PROVED SUCCESSFUL THROUGHOUT OUR AIR FORCE.

3. **SET HIGH STANDARDS:** BE FAMILIAR WITH THE AF TRAFFIC SAFETY INSTRUCTION (AFI 91-207) AND ENFORCEMENT INSTRUCTION (AFI 31-204). SET HIGH AND UNMISTAKABLE STANDARDS AND ENFORCE THEM. BE UNCOMPROMISING ON THE USE OF SEATBELTS AND MOTORCYCLE SAFETY EQUIPMENT. EDUCATE YOUR PERSONNEL ON THE RISKS OF SPEED, FATIGUE AND USE OF ALCOHOL. ENSURE SUPERVISORS CONDUCT PMV SAFETY INSPECTIONS AND RANDOM SEATBELT CHECKS. EMPHASIZE THE USE OF DESIGNATED DRIVERS FOR SOCIAL EVENTS. HOLD PEOPLE ACCOUNTABLE AND PUBLICIZE LESSONS LEARNED.

## Commander Emphasis

1. Commanders are responsible for fostering the safety of our personnel and their families. We must achieve safety in both the training and non-training environment by incorporating risk management into planning and execution of policies and programs. This includes reducing the risk of injury or death as a result of traffic accidents.
2. In our varied efforts to reduce the risk of traffic mishaps, two areas require renewed command attention. First, the effective execution of command leave and pass programs can assist in reducing the risk of personnel driving while exhausted. Second, if physically demanding training or critical events are scheduled immediately before or after an extended weekend, appropriate start and end times for passes and leave will help alleviate fatigue and support driving safely.
3. A significant number of personnel are making the high risk decision to complete long trips during the early morning hours at the end of an extended weekend or to start long driving trips late in the evening at the beginning of an extended weekend. The establishment and execution of an effective leave and pass program must be designed to prevent our personnel from driving in a sleepy condition. Particular concern should be with personnel driving substantial distances between 2400 hours and 0630 hours to report for duty that same day.
4. Commanders should review their leave and pass programs and incorporate the following guidance.
  - a. Ensure first and second line supervisors (who personally know the personnel best) are aware and monitoring any issues impacting their personnel welfare or requirements to drive long distances. Execute leave and pass policies with safety in mind. Grant a pass/leave or extend a pass/leave when appropriate to preclude the need for an individual to drive long distances in a hurry.
  - b. In exercising command discretion to grant a regular pass up to 72 hours or a special pass up to 96 hours under provision of AFI 36-3003 Military Leave Program consider a start time and end time for the pass to ensure personnel are not driving after 2400 hours to complete a long trip. For example, if a pass is granted over an extended weekend on which Monday is a non duty day and the next duty day is 0630 hours on Tuesday, consider specifying that the pass ends at 2400 hours on Monday.
  - c. Ensure personnel going on pass or leave understand their obligation to return to their base duty location or the location from where they normally commute to duty (their home), and to accomplish this return not later than 2400 hours of the last day of approved leave or not later than the designated end time of their pass.
5. Our personnel and their families are our most precious resources. This demands our commitment to reduce risks to their safety through all reasonable measures. We must ensure that safety and risk management considerations are embedded even in our leave and pass programs.

## Newcomers Orientation

1. **Purpose.** Provide new personnel, upon arrival in the unit, with PMV safety information of local driving conditions and the command's policies/programs on PMV operations.

2. **Contents**

- a. Commander's Policies relating to PMV/motorcycle operations and safety (e.g., drinking and driving, speeding on base and other motor vehicle violations).
- b. Regulations regarding seatbelt use on and off base.
- c. Vehicle safety issues/hazards, especially the hazards and effects of alcohol on driving.
- d. Common accident causes and key accident prevention safety facts/information.
- e. Recent PMV accidents/incidents: causes and controls to prevent similar accidents/incidents.

3. **Uses**

- a. Commander/1st Sgt should provide a PMV safety segment in the Newcomers Orientation/Briefing upon each new airman's arrival.
- b. Personnel should be given the following during this orientation/briefing (as appropriate):
  - 333-RIDE Card - Brief on its use as an alternative to driving after drinking.
  - Unit Chain of Command calling card - Brief on its use when individuals encounter an emergency situation.
  - Maps - Provide maps of local area's most frequently visited (resorts/recreation areas).
  - Pre-Trip Safety Checklist - Brief on its use when planning trips outside the immediate local area when airmen are going on leave/pass
  - Check personnel knowledge of important vehicle safety information and identify areas requiring additional training/emphasis

## Pre-Trip Checklist

### 1. Purpose \_\_\_\_\_s

- a. Ensures trip has been sufficiently planned (time, rest stops, alternate drivers, anticipated weather conditions) to get safely to destination and back.
- b. Ensures safe vehicle operating condition, current insurance, and validity of driver's license prior to driving trip.
- c. Reminds personnel of important vehicle safety information just prior to planned trip.

### 2. Content \_\_\_\_\_s

- a. Trip Information to and from destination
  - Travel distance one way
  - Mode of travel
  - If driving PMV: # of licensed drivers
  - Planned rest stops/breaks
  - Point of origin departure date and time
  - Expected arrival time to destination and point of return
- b. PMV Inspection Checklist. (Note: Checklist can be revised based on local requirements - e.g., snow tires/chains)
  - Vehicle condition good?
  - Insurance current?
  - Valid driver's license?
- c. Briefing Guide. (Note: Guide can be revised based on local information and accident problem areas.)
  - PMV accident prevention policies
  - Common accident causes
  - Key accident prevention safety facts/information

### 3. Uses \_\_\_\_\_s

- a. Require completion of checklist for all planned trips outside the immediate local area when going on leave/pass. Encourage personnel use on trips even if not on official leave/pass.
- b. Trip information should be completed by individuals and reviewed by the supervisor. Ensure the trip has been sufficiently planned (time, rest stops, alternate drivers, anticipated weather conditions) to get safely to the destination and back.
- c. PMV inspection checklist and briefing guide items should be reviewed and checked off by the individual and supervisor. Supervisors should consider not allowing leave until vehicle safety deficiencies are corrected. Chain of Command calling card should be included with the Pre-Trip Checklist.

## Pre-Trip Safety Checklist Example

Mode of travel \_\_\_\_\_

Planned rest stops/breaks \_\_\_\_\_

Anticipated Weather Condition \_\_\_\_\_

If driving PMV: # of licensed drivers \_\_\_\_\_

Destination departure date and time \_\_\_\_\_

Expected arrival time at point of origin \_\_\_\_\_

**INSURANCE:** Is the vehicle insurance coverage up to date/current?

**DRIVER'S LICENSE:** Does the individual possess a valid driver's license?

### **PMV INSPECTION CHECKLIST**

***At least a two week period should be allowed to ensure timely repairs.***

ITEM	WHAT TO CHECK	LOOK FOR KNOWN DEFICIENCIES	CHECK OFF	
<b>TIRES</b>	Condition	Tread depth, wear, weathering, evenly seated, bulges, imbedded objects, cuts, breaks. At least one mm of tread over entire traction surface. <i>(Using a penny, place it in the tire tread with head facing downward. If the tread does not reach the top of Lincoln's head, there is insufficient tread depth)</i>	Front	Rear
	Spare tire	Spare tire (inflated), jack, lug wrench	Pass	Fail
<b>LIGHTS</b>	Head lights	Both high and low beams operational, cracked, condensation, secured	Left	Right
	Tail Lights	Lenses intact, tail light working when turned on (red)	Left	Right
	Brake lights	Lenses intact, brake light working when brake is applied (red)	Left	Right
	Turn Signals	Lenses intact, left and right turn signals blink (red lights in rear and yellow lights in front)	Front Left	Rear Right
	Backup lights	Lenses intact, left and right backup lights work (White Light)	Left	Right
	Four-way Flashers	Lenses intact, left and right turn signals flash/blink at the same time	Front Left	Rear Right
	License Plate Light	Lenses intact, does light stay on	Pass	Fail
<b>WINDSHIELD &amp; WINDOWS &amp; WIPERS</b>				
	Windshield	Not cracked, broken or scratched to the degree that impairs vision	Pass	Fail
	Rear Window	Not cracked, broken or scratched to the degree that impairs vision	Pass	Fail
	Windows	Windows go up and down, scratched or tinted to the degree that impairs vision	Pass	Fail
	Window controls	Check handles, push electric buttons	Front	Rear
	Windshield wipers	Both wipers are installed on vehicle, windshield wipers work, blades show signs of wear	Pass	Fail



<b>MIRROR</b>				
Mirror Outside	Missing, cracked	Left	Right	
Mirror Inside	Missing, cracked	Pass	Fail	
<b>BUMPERS</b>				
Bumper Front	Missing, loose, broken	Pass	Fail	
Bumper Rear	Missing, loose, broken, bent in any way to cause a hazard	Pass	Fail	
<b>BRAKES</b>				
Brakes	Foot pedal cannot travel more than half way to floor, does brake light stay on	Pass	Fail	
Emergency Brake	Properly adjusted, check emergency brake by: pull/push emergency brake, apply foot to brake, gently press gas pedal, ensure brake holds vehicle	Pass	Fail	
<b>Interior</b>				
Horn	Does it work	Pass	Fail	
Defroster Front	Ensure hot air blows out above the dash	Pass	Fail	
Defroster Rear	Check light on dash, if in the winter ensure it works by allowing the rear windshield to clear up	Pass	Fail	
Emergency equipment	(OPTIONAL) First aid kit, warning triangle, flashlight, fire extinguisher, blanket, flares, shovel, chains, tools, etc. (Check host nation laws for any additional equipment)	Pass	Fail	
Heater	Ensure heater works	Pass	Fail	
<b>SEATBELTS</b>				
Seatbelt Front/Rear (Include shoulder harness during inspection, may have a center seat belt)	Missing, frayed, does not snap	Front	Rear	
<b>LICENSE/DECALS/INSURANCE</b>				
State Drivers License	Expired, missing	Pass	Fail	
Installation decal	Missing, needs replacing	Pass	Fail	
License Plate (License plates match windshield decal (Europe Only)	Expired, check sticker/decal to ensure plate is current	Pass	Fail	
Insurance	Does the operator have valid insurance	Pass	Fail	
<b>UNDER THE HOOD</b>				
<b>FLUIDS</b>				
Brake	Filled to appropriate level	Pass	Fail	
Windshield washer	Windshield washer fluid	Pass	Fail	
Battery	Check the color indicator on the battery	Pass	Fail	
Power Steering	Filled to appropriate level	Pass	Fail	
<b>HOSES</b>	Cuts, cracks, leaks, bulges, chaffing, deterioration	Pass	Fail	
<b>BATTERY</b>	Terminals, clean and tight, held down securely	Pass	Fail	

Operator Name: \_\_\_\_\_ Signature \_\_\_\_\_

Supervisor approval \_\_\_\_\_

Date inspection was conducted \_\_\_\_\_

***Inspection checklist can be revised based on local requirements - e.g., snow tires/chain***

## ***Tools Available***

### Videos/ Related Topics

HQ USAFA/SE has a variety of videos available. Contact the Safety office at 333-3205 for more information.

#### **DRINKING AND DRIVING:**

Finished productions are available from: <http://afishp6.afis.osd.mil/dodimagery/davis/>

### **WEBSITES FOR VEHICLE SAFETY SOURCES**

The following is only a partial list of websites on vehicle safety information.

<b>ORGANIZATION/AGENCY</b>	<b>INTERNET ADDRESS</b>
USAF Safety Center Homepage	<a href="http://afsafety.af.mil/">http://afsafety.af.mil/</a>
U.S. Navy Safety Center Homepage	<a href="http://safetycenter.navy.mil/">http://safetycenter.navy.mil/</a>
U.S. Navy Safety Center Homepage	<a href="https://safety.army.mil/home.html">https://safety.army.mil/home.html</a>
National Safety Council	<a href="http://www.nsc.org/">http://www.nsc.org/</a>
AAA Foundation for Traffic Safety	<a href="http://www.aafts.org/">http://www.aafts.org/</a>
Bicycle Helmet Safety Institute	<a href="http://www.bhsi.org/">http://www.bhsi.org/</a>
International Inline Skating Association (IISA)	<a href="http://www.iisa.org/">http://www.iisa.org/</a>
Child Passenger Safety	<a href="http://www.nhtsa.dot.gov/people/injury/childps/">http://www.nhtsa.dot.gov/people/injury/childps/</a>
Mother Against Drunk Drivers (M.A.D.D)	<a href="http://www.madd.org/home/">http://www.madd.org/home/</a>
Motorcycle Safety Foundation (MSF)	<a href="http://www.msf-usa.org/">http://www.msf-usa.org/</a>
Colorado Department of Transportation	<a href="http://www.dot.state.co.us/#">http://www.dot.state.co.us/#</a>
Insurance Institute for Highway Safety	<a href="http://www.hwysafety.org/">http://www.hwysafety.org/</a>
Colorado Department of Public Safety	<a href="http://cdpsweb.state.co.us/">http://cdpsweb.state.co.us/</a>
National Transportation Safety Board	<a href="http://www.nts.gov/">http://www.nts.gov/</a>

## **PMV Safety Displays**

1. **Purpose.** Encourage safe operation of PMV by providing unit personnel with visual reminders of key safety points while operating PMV and/or the possible consequences of unsafe operation.

2. **Contents**

- a. USAFA marquee board with PMV safety slogans, safety pointers or wrecked vehicle display at commonly frequented locations (e.g., BX, commissary, entrance/exit gates, Terrazzo).
- b. Display wrecked PMV at entrance/exit gates as a reminder that unsafe driving might result in similar consequences. Legal issues should be considered prior to displaying vehicles involved in actual local/on base accidents.

## **Awards Program**

1. **Purpose.**

- a. Recognize units and individuals for significant positive contributions in the area of PMV safety.
- b. Encourage commanders, supervisors and individuals to become creative and invest resources in solving the PMV crash problem.
- c. Inform commanders, supervisors and individuals of successful PMV safety programs, tools and ideas.

2. **Use.**

- a. The criteria and procedures for awards to commands and individuals are outlined in USAFA Supp 36-2833.
- b. Annual awards can be given to individuals for their significant positive contributions in the area of safety.

# ***AVAILABLE RESOURCES***

## **PERIODIC SAFETY MEETING**

### **1. Purpose\_\_\_\_\_s**

- a. Discuss PMV safety issues/problems/concerns and make recommendations for improvements/fixes.
- b. Disseminate new/updated PMV safety information, guidance, policies, etc.

### **2. Use\_\_\_\_\_s**

- a. Meetings should be held routinely (suggest quarterly) to discuss PMV and other safety issues/concerns and make recommendations. New/updated safety information should be disseminated.
- b. Members should include:
  - All levels of command
  - Unit Safety Representative/NCOs
  - Representatives from each unit/activity

## **Academy Spirit/Bulletins/Flyers**

### **1. Purpose\_\_\_\_\_s**

- a. Provides personnel with important vehicle safety information.
- b. Reminds personnel of vehicle safety considerations.
- c. Disseminates new/updated vehicle safety information/policies.

### **2. Requirement .\_\_\_\_\_s**

- a. Coordinate with USAFA Safety Office, public affairs office, Academy Spirit to request publication of articles/bulletins/flyers on vehicle safety issues. Examples of topics include:
  - Local area hazards/road reports
  - Construction areas
  - Frequent vehicle accident locations
  - Vehicle accident scenarios and lessons learned
- b. Submit articles/notices or ideas for articles/bulletins on vehicle safety issues to the public affairs office for publication.

## Safety Resources

### 1. Purpose.

- a. Provide personnel a period of time to reflect on safety.
- b. Periodically remind members of vehicle safety considerations.
- c. Disseminates new/updated policies/information.

### 2. Contents.

- a. Maximize use of briefing and discussion format rather than briefing only.
- b. Examples of activities, materials, etc:
  - Have personnel complete the PMV Safety Quiz prior to provide feedback on their PMV safety knowledge.
  - Have personnel complete the Motorcycle Safety Quiz if they own or are thinking of buying a motorcycle to provide feedback on their motorcycle safety knowledge.
  - Use videos pertinent to PMV safety.
  - Include guest speakers from 10 SFS, Colorado Springs Police, State Trooper, MADD, crash survivors, etc.

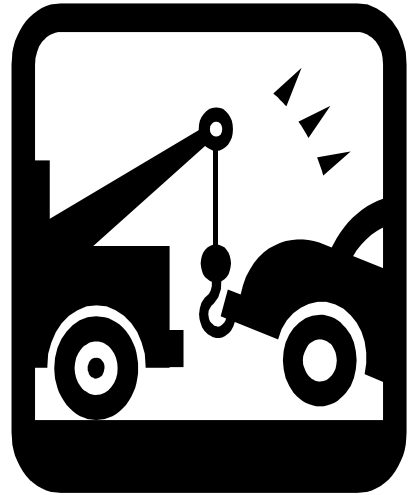
### 3. Use.

- a. Create discussion format not briefing.
- b. Capture all shift personnel.
- c. Consider video taping sessions for later use.
- d. Discuss:
  - Vehicle safety issues and hazards, especially the hazards and effects of alcohol on driving.
  - Common crash causes and key crash prevention safety information.
  - Recent PMV mishaps: causes, what controls didn't work and why as well as what needs to be changed.
  - Review unit's policy and controls.
  - Identify which unit has the lowest rates of PMV crashes/driver citations and what they are doing to achieve this performance (share what works).
  - Discuss reasons for answers to safety quiz.
- e. Prior to each holiday, cover hazards that are pertinent to the time of the year (i.e., road and weather conditions), hazards presented by increased traffic and traveling long distances.

USAFA DRIVING WALLET CARD

# WILL THIS HAPPEN TO YOU?

*Obey all traffic signs.*  
*Be Courteous.*  
*Be Alert!*



USAFA Driving Hazards are located on the back

## USAFA Driving Hazard\_\_\_\_\_s

All Intersections

Wildlife

Inattentive Drivers

Weather/Road Conditions

Joggers/Bicyclist/Pedestrian Traffic

Construction Zones

# USAFA Motorcycle Safety Training Policy



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS UNITED STATES AIR FORCE ACADEMY

USAF ACADEMY, COLORADO

1 Mar 04

### MEMORANDUM FOR COMMANDERS AND MOTORCYCLE OPERATORS

FROM: HQ USAFA/SE

SUBJECT: Motorcycle Safety Training Policy

1. The Motorcycle Safety Foundation (MSF) is an organization endorsed and recognized by the Department of Defense to assist each military branch in providing motorcycle safety courses. These courses are required for all military members who operate a motorcycle on or off a military installation, regardless of duty status. DoD civilians are also required to complete this course if they operate a motorcycle while on duty.
2. HQ USAFA/SE is responsible for coordinating and funding motorcycle safety courses for our personnel through our local MSF offices. Some individuals in the past have gone to local MSF offices for training without prior coordination with HQ USAFA/SE which caused funding shortfalls for the program.
3. Unit commanders/AOCs must counsel their members and approve each request for motorcycle safety training. Priority will go to military members who own and operate a motorcycle, and DoD civilians who operate a motorcycle while on duty. Cadets who wish to attend this training must meet the requirements outlined above and the requirements set forth in AFCWI 31-201. Only Cadets First-Class are eligible for training, be in their final semester and must have AOC approval. They must also have immediate plans to purchase a motorcycle prior to reporting to their first duty assignment/training program.
4. Attached are the procedures needed to attend the motorcycle course. All personnel must coordinate with HQ USAFA/SE prior to scheduling the course. Reimbursement will only be authorized to individuals with commander approval and prior coordination through HQ USAFA/SE. No-shows are responsible for full payment of the course. If there are any questions, please contact HQ USAFA/SE at 333-3205.

//Signed//

H. E. WATERS, JR., Lt Col, USAF  
Director, USAFA Safety

**Attachment 1:**  
Motorcycle Safety Course Instructions

## Motorcycle Safety Course Instructions

1. You and your commander must sign the document below if it's been determined that you have a legitimate and immediate need for motorcycle safety training. Bring the completed documentation to HQ USAFA/SE or fax the completed documents to 333-3206 two weeks prior to the desired scheduled class date.
2. Upon approval from HQ USAFA/SE, you need to register and schedule your training with an approved Motorcycle Safety Foundation course provider identified by HQ USAFA/SE. For more information visit us at <http://www.usafa.af.mil/se/> for training dates and locations.
3. Inform HQ USAFA/SE that you have registered so we can make the necessary payment.
4. Upon completion of this course, you will provide a photo copy of your MSF certification card to HQ USAFA/SE.

### Commander Certification & Trainee Agreement

I have counseled the below individual under my command on the hazards of operating a motorcycle. I have also determined that there is an immediate need for this training per HQ USAFA/Se guidance.

\_\_\_\_\_  
COMMANDER (PRINT NAME)

\_\_\_\_\_  
COMMANDER'S SIGNATURE DATE

I, \_\_\_\_\_, will attend a scheduled motorcycle safety course held by  
(TRAINEE PRINT NAME)

A.B.A.T.E. of Colorado or Rider Training Enterprises. I understand that if I can not attend and fail to cancel (no-show) the course, I am responsible for payment of the course in full. Payment may be withheld from my military/government pay or may be recovered by such other methods as are approved by law.

\_\_\_\_\_  
TRAINEE SIGNATURE GRADE/RANK DATE

\_\_\_\_\_  
UNIT ASSIGNED

\_\_\_\_\_  
SCHOOL PROVIDING TRAINING AND LOCATION

\_\_\_\_\_  
TRAINING DATE

HQ USAFA/SE APPROVAL \_\_\_\_\_

**FAX THIS PAGE TO SE AT 333-3206**



**PRIVACY ACT STATEMENT**

AUTHORITY: AFI 91-207

PURPOSE: To gather data and background information for use in managing the unit motorcycle safety program.

ROUTINE USES: None

DISCLOSURE: Voluntary. Non-disclosure of the requested information will not adversely affect the member.

This questionnaire was developed for the commander's use in their risk management program. It allows them to obtain information on assigned personnel to determine if they may be susceptible to a motorcycle accident. The intent is to identify potential problems that could lead to injury or death of the motorcycle rider. NOTE: These questions need to be asked of all individuals who ride a motorcycle even if the motorcycle is not registered on base.

NAME	AGE	MARITAL STATUS
------	-----	----------------

UNIT	DUTY SECTION	DUTY TELEPHONE NO
------	--------------	-------------------

1. Do you currently own or operate a motorcycle?    ☐ YES                      ☐ NO

2. How long have you ridden a motorcycle?                      Have you previously ridden a motorcycle?

☐ LESS THAN A YEAR                      ☐ 1 – 2 YRS                      ☐ 3 – 4 YRS                      ☐ 4 – 6 YRS                      ☐ OVER 6 YRS

3.a. YEAR AND MAKE <sup>(Kawasaki, Honda)</sup>    3.b. MODEL <sup>(Gold Wing, Ninja)</sup>    3.c. ENGINE SIZE <sup>(350, 750)</sup>    3.d. TYPE

☐ STREET    ☐ OFF-ROAD

4. How long have you owned your current motorcycle?

☐ LESS THAN A YEAR    ☐ 1 – 2 YRS                      ☐ 3 - 4 YRS                      ☐ 5 – 6 YRS                      ☐ OVER 6 YRS

5. Is it registered on base? <input type="checkbox"/> YES <input type="checkbox"/> NO	6. Is it your primary means of transportation? <input type="checkbox"/> YES <input type="checkbox"/> NO	7. Have you completed a Motorcycle Safety <input type="checkbox"/> YES <input type="checkbox"/> NO
--	--	---

8.MSF COURSE COMPLETED	DATE COMPLETED
a. Experienced Rider Course (ERC)	
b. Motorcycle Rider Course; Riding and Street Skills (MRC:RSS)	

9. When weather permits, how often do you ride?

☐ Daily    ☐ Weekly    ☐ Monthly    ☐ OCCASIONALLY    ☐ SELDOM

10. How many accidents/citations (on and off base) have you been issued within the last three years? (If cited please state the nature of the citation below)

☐ NONE                      ☐ 1 -2                      ☐ 3 -4                      ☐ 5 or more

11. Were you determined to be at fault in the accident?

☐ NO                      ☐ YES (If yes, explain below)

Individual Signature:

Unit Motorcycle POC

TYPED NAME, TITLE, AND SIGNATURE OF REVIEWING AUTHORITY

## Designated Driver/Transportation

### 1. Purpose.

a. Provide personnel with an alternative to driving after drinking. 333-RIDE card are for a free ride home after drinking. Ensures at least one individual remains sober and alert to provide safe transportation for personnel drinking/fatigued.

### 2. Use.

- a. Personnel who has been drinking and cannot drive safely contacts the dispatcher for a ride home
- b. **No retaliation for use of card**
- c. Card is reused by the service member
- d. Service members can be provided with cards and briefed on their use during command in-processing
- e. Periodic checks are suggested to ensure service members have 333-RIDE Cards with them at all times.

### 3. Requirements.

- a. Establish a commander policy requiring designated drivers at unit sponsored functions where alcohol may be served or available. Require personnel who drink or are too fatigued to drive to use a designated driver.
- b. Coordinate with local Judge Advocate General (JAG) for review of commander policy. Designate drivers for command functions and ensure appropriate number and types of vehicles needed are scheduled ahead of time.

## 333-RIDE Card



## **PMV Crash Scenarios**

### **1. YOUNG DRIVER, LATE AT NIGHT**

At approximately 0440 hrs, a 19 year old male member was killed when his car ran off the road at a high rate of speed and hit a telephone pole. The car hit the pole so hard that it snapped the pole off its base. The car rolled several times, ejecting the operator. His blood alcohol level was measured at .18 at the time of the crash.

### **2. WEEKEND DAY TRIP**

A member and his family were traveling on a four-lane rural road during daylight enroute to their summer vacation destination. Driving at a high rate of speed, the service member struck a car traveling in his lane that he was trying to pass. His car then careened across the center median and hit a tractor trailer head-on. He and his family members were killed.

### **3. NIGHT CITY DRIVING**

A 22 year old member, operating a motorcycle at night under the influence of alcohol, ran a stop sign at a city intersection and collided with another vehicle. The service member was fatally injured.

### **4. TOO FAST FOR CONDITIONS**

Service member was driving his pickup truck too fast for conditions during an ice storm. He lost control of his vehicle on the slippery road and slid sideways across the center median. He was killed when an oncoming vehicle slammed into his driver side door.

## Driver Risk Assessment Survey

1. **Purpose:** To provide an effective risk management tool for supervisors to determine an individual's risk level.

- a. Human error is the largest single component in a mishap due to risk taking behaviors. Supervisors are in the best position to help eliminate human error. They are aware of day to day events and stressors that affect the way their personnel perform on and off the job. When certain behavior patterns or indicators become evident, they can intervene by offering advice and counseling individuals.
- b. Supervisors often know which individuals are at risk and a form such as the Driving Mishap Risk Indicator Self-Assessment Survey helps quantify risk potential and focus on intervention and prevention strategies.

2. **Use:**

- a. Use the Driving Mishap Risk Indicator Self Assessment Survey to identify and counsel people that are driving their PMV after a long deployment or driving during an extended weekend.
- b. The idea is to use the form as a catalyst for honest discussion in which the opportunity is provided to counsel individuals at risk.

3. **Requirement:**

- a. Questions are designed to assess behavioral factors and indicators that are related to human errors. Information or statements made to the supervisor concerning items on this form CANNOT be used in any adverse proceeding, administrative or criminal.
- b. If an individual has 10 or more points, the individual has a greater than average risk for a traffic mishap. The supervisor should work with the individual to reduce the risk factors.



**Unsafe Acts**

## TRAFFIC & ORM

FACTOR	HIGH RISK	MEDIUM RISK	<u>LOW RISK</u>
Road Type	Rural	State Hwy	Interstate
Sleep in Last 3 Days	Le <del>Than 2</del> ss 8-Hr Period <del>s</del>	2-3 8-Hr Period <del>s</del>	3 or More 8-Hr Periods
Driving Experience	3 Yr or Le <del>s</del> <del>ss</del>	3-5 Yr <del>s</del>	5 Yrs or More
Planned Rest Stops	Every 3 Hr or <del>Mores</del>	Every 2-3 Hr <del>s</del>	Every 2 Hrs or Less
Anticipated Weather	Heavy Precipitation	Light Precipitation	Clear
Travel Distance	350 Mi or More	200-350 Mi	200 Mi or Less
Departure Time	1500-0600L	1000-1500L	0600-1000L
Driving Hrs/Day	8 Hr or <del>Mores</del>	2-8 Hr <del>s</del>	2 Hrs or Less

Note: If 4 or more factors are in the "High Risk" category, strongly recommend modifying itinerary to reduce risk

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